

## ITAC Court Core Data Transfer Project Update

### CCDT

08-23-04

(The purpose of this document is to collect input for the ITAC)

▪ **Project Name**

Superior Court Core Data Transfer Working Group, CCDT.

▪ **Executive Summary**

To utilize a Working Group of JUSTIS members, users and designers of analytic processes to complete a detailed requirements analysis, and document that analysis allowing the effort to benefit the courts and their IJIS design and implementation, allowing the data contribution authorized by the courts for dissemination via JUSTIS to satisfy user requirements, and allowing the design and implementation of a court core data transfer process to benefit the entire JUSTIS community.

▪ **Major Activities Completed This Reporting Period**

1. Met with CCDT Working Group.
2. Updated & circulated initial membership/attendance list – again
3. The Agency Data Conversion Requirements Chart was finalized and placed on the virtual office.
4. ITLO announced that while all participants are expected to represent their agency, one work product per agency may be turned in.
5. The Court Data Item list was updated for missing items & on virtual office
6. A grouping of court data items was sent in and placed on virtual office
7. A number of agencies indicated they could not complete the data item selection lists in time for the 8/23 work session.
8. An Automated Document Requirements Chart and a set of Directions were completed and placed on the virtual office.

▪ **Major Activities Planned for Next Reporting Period**

**Contractor: N/A**

This project will not utilize ITAC contractors

**Subcontractors: N/A**

This project will not utilize ITAC sub-contractors

**Project Management:**

1. Continue to update, correct and add to membership list
2. Provide a “final” update to the court data items list & place update on virtual office by 08/24/04.
3. Start a consolidated Agency Court Data Items Requirements List
4. Prepare and post a copy of the Meeting Notes from 08/23/04 CCDT Working Group.
5. Request soft copies of all agency work products.
6. Prepare for the next CCDT meeting.

**Project Working Group:****Agencies:**

- 1) **Please** send soft copies of this week's work products, either WORD or EXCEL to the moderator at earl.gillespie@dc.gov
- 2) Please review and complete your 08/23/04 list(s) of data items. The list should identify the court data item name, the agency data item name, if the data is currently acquired/furnished, if is a "wish list" item, if the data item should be available as a response to a query, if it should be push, if so the timing, if it should be on an automated document, if so which document(s). Copies for work group. To be turned in as both electronic and hard copies by 08/30/04.
- 3) Please complete your first draft of the agency view(s), opinions and/or presentations of how the new DCSC response to a query should be designed, for 08/30/04 work session.
- 4) Please complete your first draft of the automated documents and their transmission paths requirements chart for 08/30/04

**Courts:**

- 5) Courts will offer a listing of the volume of information, by year, currently available for conversion considerations.
- 6) The courts will do the same as #2, but in "reverse", that is, their data requirements list will reflect court data requirements from agencies. Copies for work group.
- 7) The courts will do the same as #3, but in "reverse", that is, their query response will reflect court concepts and/or experiences from earlier phases of this project. Copies for work group.
- 8) The courts will do the same as #4, but in "reverse", that is, their automated documents and document flows requirements will reflect court document requirements from other agencies. Copies for work group.

▪ **Project Schedule**

This project will make every effort to conclude by 09/30/04  
 The project in its \_1<sup>st</sup>\_ week on the date of this report.

***The project is / is not on schedule. If not, why not, how long.***

**Due to the comprehensive reviews and the number of possible involved parties at the agency levels, the Data Requirements Charts could not all be completed this week. They will be prepared for next week, as will be the assignments originally scheduled for next week. This should bring us back on schedule.**

- **06/24/04** – Agreement to Proceed with CCDT Working Group Activities
- **07/06/04** - Agency / Participants Identified
- **07/06/04** - Bi-weekly work Sessions Scheduled
- **07/06/04** – First work Session – Review, Discussion and Modification of Deliverables & Work Schedule
- **07/22/04** - Review and Modification of Presentation for ITAC – Permission to Proceed
- **07/26/04** – No meeting
- **08/02/04** - Court Presentation of Detailed IJIS Criminal Objectives and Schedule
- **08/09/04** – Court Presentation of Criminal Data Dictionary, Data Sharing Standards, Policies and Practices
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- **08/16/04** - Individual Descriptions of Agency Court Data Utilization and Court's Agency Data Utilization
- **08/23/04** - ~~Individual Agency Court Data Requirements and Court's Agency Data Requirements~~ Individual Agency Data Delivery Requirements
- **08/30/04** - ~~Individual Agency Data Delivery Requirements~~ **Individual Agency Data Delivery Requirements AND Data / Record Layout Requirements & Screen / Document Requirements**
- **09/06/04** – No work Session - Holiday
- **09/13/04** – ~~Data / Record Layout Requirements & Screen / Document Requirements~~ **Final Draft Closing Review, Prepare Presentation**
- **09/20/04** - ~~Final Draft & Closing Review, Prepare Presentation~~ **Extra Work Session – if Required**
- **09/23/04** -Comprehensive Data Requirements Document, Prioritized Delivery Requirements Presented as Final Report to ITAC

## ■ **Project Cost**

*Total baseline budget – N/A*

*Revised budgets and justification/authorization for revisions - N/A*

*Budget Spreadsheet- N/A*

No Budget – each agency is participating using existing resources.

## ■ **Issues of Concern**

### **Open Issues of Concern**

1. The MPD reported data quality issues that must be examined in detail prior to conversion of court data:
  - a. There must be an examination to determine if arrest data submitted automatically to the courts properly overwrite/updates court files
  - b. There must be an examination of court data on CJIS where more than ten (10) charges are sent from the court. Charges in excess of 10 may inadvertently be written to the next arrest record.
  - c. If charges are inadvertently written to an incorrect record, errors will be found in the disposition fields.

### **Closed Issues of Concern**

1. Resolution: The ITAC has given the CCDT Working Group permission to proceed. **The ITAC will be required to approve the project and give permission to proceed**
2. Resolution: The Court Project Manager recognized this deficiency and will provide leadership on these subjects during the course of the project. **The ITLO did not anticipate use of document/file transfers; the courts will need to identify the most appropriate opportunities for document creation and transfer**
3. Resolution: The DCSC CIO has discussed the issue with his project team and vendors. The court expects to be using GJJXDM by December. **The use of the Global Justice XML Data Model 3.0 is considered mandatory by ITAC agencies for all future efforts. It is an important portion of JUSTIS Phase 4. The IJIS project utilizes Legal XML. The two are not compatible nor are the “translatable.”**
4. Resolution: All agencies have been notified of the activity and invited to participate. The project schedule will not allow a “hold” while other agencies make a determination to participate. “The train has left the station.” The US Marshal Service visited the ITLO and Security Officer and has been invited to join the effort. **Although the number of individuals representing different portions of member agencies is participating, not all agencies are represented. Missing, in particular, are users such as the State Department and FBI, and partners from HIDTA and CapWIN.**

- **Related Projects**

1. JUSTIS Phase Four
2. SHIELD Implementation
3. CapWIN & HIDTA interfaces